GUIDELINES FOR DOCUMENTS SUBMITTED WITH APPLICATION

Following are some guidelines for the documents that need to be submitted with your application. These documents will be scanned into our imaging center and will ensure that your documents are readable and able to be retrieved at a later time if needed.

- ❖ All documents must be black ink on plain paper, preferably white.

- ❖ A 100% plain contrasting background must be used. It must be white or a light color background.

- ❖ Drawings and images must be sharp and bright.

- ❖ Drawings must be drawn to scale.

- ❖ There should be no filled in or shaded areas although lines or open cross hatching can be used to delineate sections if necessary.

- ❖ If you are submitting a revised plan and want to show the area being revised, provide a bubble around the area. Do not shade it in.

- ❖ Photographs do not scan well nor do blueprints (white drawing on dark blue background) or brochures which have shading on them.